

Arizona Department of Juvenile Corrections
General Operating Procedure
Human Resources

PROCEDURE NO. 2005.05	REF. POLICY NO. 2005	EFFECTIVE: 06/23/04 PRIOR ISSUE: 08/26/02
TITLE: Special Ceremonies Unit Honor Guard/Color Guard	AUTHORIZED: James A. Hillyard, Assistant Director, Safe Schools	

[Form](#)

I. Purpose:

The Special Ceremonies Unit (SCU) shall maintain an eight member unit to represent the Arizona Department of Juvenile Corrections (ADJC) as an Honor Guard or Color Guard at Funerals, Parades, Law Enforcement, and Military events which are approved by the command staff.

II. Rules:

- 1) **THE SPECIAL CEREMONIES UNIT COMMANDER** shall assign **SCU** members as follows:
 - a. Eligibility requirements:
 - i. Members shall have an excellent uniform appearance;
 - ii. Members shall be in good standing at their current assignment;
 - iii. Members shall obtain an application through their chain of command;
 - iv. Members can be Security or Unit Officers.
 - b. Members shall be interviewed by the SCU Commander for final selection;
 - c. Length of service shall be based on continued performance and appearance.
THE SCU COMMANDER AND THE SECURITY ADMINISTRATOR may dismiss a member at their discretion.
- 2) **THE SPECIAL CEREMONIES UNIT COMMANDER** shall:
 - a. Be at least a Security Sergeant, and shall coordinate the approval of events through the highest ranking security officer up to and including the Security Captain at his/her facility;
 - b. Serve as the first line supervisor for SCU members in SCU issues;
 - c. Designate an alternate SCU leader in his/her absence.
- 3) **THE SCU COMMANDER** shall deploy the SCU as follows:
 - a. To attend all training, to be scheduled at the convenience of the Department;
 - b. To attend all ceremonies at the convenience of the Department and to receive compensation in accordance to Procedure [2001.01](#) for all training and scheduled events in which they are directly involved;
 - c. To not attend a training or event if it jeopardizes the shift or safe operation of the facility where the member is assigned;
 - d. To utilize a State-issued vehicle, operated by a licensed, insured State employee, for transportation to and from an authorized event. Refer to Procedure [2470.01](#), Use of State Vehicles;
 - e. To provide their own transportation to training, unless otherwise directed by the SCU Commander.
- 4) **THE DEPARTMENT** shall ensure the SCU members are outfitted in the following way:
 - a. **THE DEPARTMENT** shall issue to SCU members:
 - i. One tan long sleeve flying cross command shirt;

General Operating Procedure	Procedure 2005.05
Human Resources	Page 2 of 3

- ii. One navy blue polyester trousers with gold colored strip on the outer leg;
 - iii. One light blue neck scarf/dickie;
 - iv. One light blue knotted lanyard - to be worn on the left shoulder;
 - v. One silver colored pre-designated style name tag;
 - vi. One silver and gold colored Arizona Department of Juvenile Corrections hat badge;
 - vii. One pair of white cotton gloves;
 - viii. One silver colored crossed sabers insignia to be worn centered over the right breast pocket, 1 inch above the top of the name tag; or, if wearing the state issued winter jacket, 1 inch centered over the name tag (SCU Commander shall wear gold colored crossed sabers.)
 - ix. The Stratton Campaign cover/hat (Smokey) navy in color with a standard black band;
 - x. Silver colored acorns shall be attached to the band and the Department issued hat badge must be attached in the front, center of the cover/hat using the pre-existing holes. (Silver for sergeants and below, gold for lieutenant and above); and
 - xi. One silver brown uniform Eisenhower jacket for use in winter weather.
 - b. **SCU MEMBERS** shall purchase black corfam low quarter shoes;
 - c. **THE SCU COMMANDER** shall approve all uniform items to insure uniformity.
5. **THE SCU COMMANDER** shall ensure that SCU officers maintain a neat and professional appearance. Uniform regulations are furnished for the information and guidance of all officers. **OFFICERS** shall wear as directed only those articles of uniform, clothing, and accessories as authorized in this procedure.
6. **SCU MEMBERS** shall adhere to procedure 2005.02 Security Officer's Uniform and Grooming Standards with the additional following requirements:
- a. Hands and fingernails: freshly clean and nails trimmed;
 - b. Nails: no longer than one-quarter inch beyond the fleshy tip of the finger;
 - c. Nail polish for female officers: subtle and subdued in color and all nails must be the same color;
 - d. Other ornamentation: may not be worn while in uniform;
 - e. Uniforms: neatly pressed (Military style) with all leather and badge, metal items shined;
 - f. Headgear: worn at all SCU events.
7. **SCU MEMBERS** shall adhere to hair grooming regulations as follows:
- a. **MALES:**
 - i. Shall wear hair groomed in the following way: Tapered or styled on the sides and back and without presenting a ragged or unkempt appearance. (**Note:** tapered means that when viewed from an angle, the outline of the hair on the side and back must conform generally to the shape of the skull, curving to the termination point). The hair shall not cover more than the upper half of the ear when headgear is worn, nor shall it extend beyond the top edge of the folded collar, when the officer is standing erect;
 - ii. Shall wear hair in front that shall not extend over the eye brows when no headgear is worn, nor be visible below the front of the headgear when worn;
 - iii. Shall wear sideburns which are trimmed straight (not angled) at the bottom, and the horizontal line across the bottom of the sideburns shall not

General Operating Procedure	Procedure 2005.05
Human Resources	Page 3 of 3

- extend below the center point of the ear;
- iv. Shall wear a hair color which is conservative. Shall not sculpt or shave letters or designs into one's hair;
- v. Shall wear mustaches which do not extend more than a half inch beyond the corner of the mouth, nor one quarter inch below the corner of the mouth;
- vi. Shall be clean shaven - with the exception of a mustache, if one is worn.
- b. **FEMALES:**
 - i. Shall groom hair at all times and shall not present a ragged or unkempt appearance;
 - ii. Shall not have hair which extends beyond the tops of the eyebrows when headgear is worn, nor is visible below the front of the headgear when worn;
 - iii. Shall wear the bulk of her hair extending only three inches from the scalp, which does not interfere with the wearing of headgear;
 - iv. When in uniform, shall wear hair, if it extends to the top of the shoulders or longer, fashioned so that the hair is no longer than the top of the shoulders;
 - v. May wear make up on face and eyes make up thinly applied with colors which are subtle and subdued.
- c. **THE SCU OFFICERS** may wear the following articles:
 - i. A wristwatch of neat, conservative style;
 - ii. A medical I.D. bracelet;
 - iii. No more than three rings at any one time;
 - iv. Females may wear small conservative gold, white, or silver ball stud type earrings;
 - v. Eyewear/Sun glasses - frames should be conservative in style and color, No mirror lenses.